

6. If you select **Delete unread copies and replace with a new message**, click OK and then type a new message and include the attachment, if needed. Click Send.
7. If you select **Delete unread copies of this message**, simply click OK.

***Important Note:** If you are sending the message to a large number of people, be sure to clear the check box for **Tell me if recall succeeds or fails for each recipient**. Leaving this box checked could cause severe problems for the mail server (possibly a system crash) if selected for a large number of recipients!

Will the recall be successful? The success or failure of a recall depends on the settings the recipient has in Outlook, but for most cases, if the original message has not yet been read, the recall will be successful.

Barbara J. Sullivan, Information Systems Officer

EMPLOYMENT OPPORTUNITIES



Appointment Eligible Family Members

IMO Secretary – Sensitive position available immediately. Work schedule may be full-time (40 hours per week) or part-time (20 or 32 hours per week). Grade is FP-7 and starting salary for full-time schedule is \$30,124 p.a.
Announcement is open until the position is filled.

American Citizen Candidates only (Appointment Eligible Family Members and Americans residing in Italy)

Milan

CONS RSO Secretary – Sensitive position available immediately with a part-time (30 hours) weekly schedule. Position grade and salary for full-time (40 hours/week) schedule: FSN-5 (Euro 25,075 p.a.);FP-9 (\$24,075 p.a.).
Deadline: May 14, 2004.

All Categories

ISC Computer Assistant (LAN) - Position available immediately with a full-time (40 hours) weekly schedule. Position grade - FSN-7 (Euro 29,535 p.a.): FP-7 (\$30,124 p.a.)
Deadline: May 14, 2004.

PA Audience Researcher, Information Resource Center – Position available immediately with a full-time (40 hours) weekly schedule. Position grade - FSN-8 (Euro 33,950 p.a.): FP-6 (\$33,697 p.a.)
Deadline: April 30, 2004.

CONS **Consular Clerk (General)** - Position available immediately with a full-time (40 hours) weekly schedule. Position grade - FSN-6 (Euro 27,190 p.a.): FP-8 (\$26,930 p.a.)
Deadline: April 30, 2004.

Milan
CONS **Consular Clerk (General)** - Position available immediately with a full-time (40 hours) weekly schedule. Position grade - FSN-5 (Euro 25,075 p.a.): FP-9 (\$24,075 p.a.)
Deadline: May 7, 2004.

Milan
CONS **Commercial Clerk** - Position available immediately with a full-time (40 hours) weekly schedule. Position grade - FSN-5 (Euro 25,075 p.a.): FP-9 (\$24,075 p.a.)
Deadline: May 7, 2004.

In addition to finding employment opportunities in the Veneto Views, please note that the complete announcements for current Mission vacancies are now available online at the following site - <<http://www.usembassy.it/jobs/>>